

A Message from the ATPA Board of Directors

We are pleased to announce an exciting new concept in the area of automobile theft prevention entitled the *Innovative Grant Program*. As part of its ongoing efforts in this area, the Michigan Automobile Theft Prevention Authority (ATPA) will administer the program.

For many years, the ATPA has successfully administered grants for the purpose of reducing automobile theft throughout the State of Michigan. In a departure from traditional methods, the Innovative Grant Program goes directly to the local community for new ideas to combat the auto theft problem.

Submission of an innovative concept paper (no more than six pages long) will be solicited from organizations that have first-hand experience with automobile theft within their communities. Eligible applicants include jurisdictions, law-enforcement agencies, consortiums, non-profit agencies, associations, and other public or private groups.

Revenue has been earmarked by the board and will be made available to fund this program. Grants will be awarded for submissions chosen by the ATPA for implementation. Grants are on a one-time basis only, although highly successful projects may be eligible for future funding on a regular basis. There is no specific deadline for submission of these grant requests.

We encourage you to take advantage of this opportunity to put your ideas to work, and we look forward to your submissions.

Sincerely,

The ATPA Board of Directors

I. About ATPA

The Michigan ATPA has been funding auto theft prevention grants since 1987. These grants, primarily to multi-jurisdictional law enforcement teams, have been fairly successful over the years. In addition, funding has been provided to prosecutors and non-profit groups. Initially the ATPA provided 100% funding, but for the past few years funding has been at 75% ATPA share.

These funds come from a \$1 assessment on each insured non-commercial passenger vehicle plus interest earned by investing those funds.

II. Submission Criteria and Deadline

Concept papers under this solicitation must address AUTOMOBILE THEFT issues.

The ATPA is encouraging eligible applicants to identify emerging or chronic criminal justice issues within their communities and jurisdictions and to provide us with innovative strategies for addressing those issues.

**Concept paper submissions must be mailed to the ATPA office.
There is no specific due date for these proposals.
FAXED SUBMISSIONS WILL NOT BE ACCEPTED.**

Administrative Requirements

To be considered for funding, concept papers must:

- Follow the format prescribed in Section III.
- Not exceed six pages in length plus cover page.
- Be submitted on 8½- by 11-inch paper, single or double-spaced, using one side, in standard 10- or 12- point fonts.
- Not include attachments.

Applicants must submit six copies of their concept papers to:

**Automobile Theft Prevention Authority
714 South Harrison Road
East Lansing, MI 48823
Phone: (517) 336-6197**

SUBMISSIONS NOT ADHERING TO THESE REQUIREMENTS WILL NOT BE CONSIDERED.

III. Concept Paper Format Requirements

Each concept paper must address an auto theft problem. To be eligible for consideration, answers must be furnished for the following questions in the same order as presented below. List each question by number, followed by the answer. If statistics or other research findings are used to support a statement or position, include the source in your narrative; do not include them as appendixes to the concept paper. **Papers that do not follow this format will be removed from the review process.**

Grant requests will be reviewed and prioritized on the following five criteria.

1. What is the problem?

Identify the auto theft problem in your area. Describe your auto theft problem clearly and succinctly. Include data to show the size and scope of the problem. Explain the impact of the problem in your community. Explain why the problem has not been addressed previously. Or, if it has, describe the results.

2. What are you proposing to do and how do you intent to do it?

Provide an overview of your concept or strategy. Make certain that there is a clear and strong link between what you are proposing and how it will address the problem you described in question 1. This solicitation is seeking new and innovative approaches. Are you proposing a concept that is new for your community or jurisdiction? How is it different from the current approach? How will the new approach produce the results you are seeking? Describe the strategy carefully so it is clear what you propose to do and how you will do it. Once the strategy is fully developed, what tasks will occur and when? Include all elements needed to make your concept work. This section must address issues such as program length and overall design.

3. What other agencies/resources will work with you?

This section should describe whom your partners would be, what role they will play, and whether these partnerships will be new. Partnerships or consortiums among agencies are strongly encouraged and will contribute to your review in this section. The commitment and support you describe from other sources will be verified prior to final award.

4. How will you know if your concept works?

This section should address the measurements you will establish to determine your strategy's effectiveness. A clear connection should be maintained with the problem you identified in question 1. Explain what will be measured, who will do it, and how the information will be used.

5. What are the costs and cost benefits of implementing the strategy?

Describe not only the cost but also the cost benefits of your strategy. At this point you do not need to submit a detailed budget, but you must describe how the funds you are seeking will be used. If your approach seeks to reduce the costs of current practices, describe the nature and extent of the savings.

IV. Grant Awards and Time Frame

1. The ATPA Board may award as many or as few grants as it decides is appropriate.
2. The grant award period may be up to two years.
3. There is not a specific funding limit for each grant.
4. The ATPA share of the total budget is flexible and will be dependent on the scope, quality, and uniqueness of the proposal.

Suggestions for Submitting Proposals to ATPA

- Carefully review the administrative requirements listed under Submission Criteria on pages 1-3.
- Although this concept paper process is less burdensome for the applicant than traditional applications for competitive grants, be as clear and concise as possible. Rushed proposals often omit key elements and fail to explain crucial concepts. Write your proposal early, review it, show it to others, and give yourself time to make adjustments.
- Before attempting to put your concept paper in narrative form, develop an outline using the solicitation criteria as a framework. Include your proposal's major components and participants.
- Do not waste time worrying about "what are these funders really looking for?" Instead propose *your* response to issues you feel can be successfully addressed with a grant award.
- Don't promise what you can't produce. Reviewers are often skeptical of overly ambitious projects that do not appear to have the potential for success.
- Write plainly and succinctly. Your proposal will be reviewed by people with knowledge in the field of auto theft. Describe your proposal in your terms. Do not waste space by including "buzz phrases" you feel may be held in favor by funders.
- Resist the temptation to list past accomplishments of the agency or unit sponsoring the proposal or those of key actors. Do not list collaborators who do not have a direct role in your proposal. Use the six pages (plus cover) you are allotted to answer the questions the reviewers will evaluate.
- Remember that proposals exceeding six pages **WILL NOT BE CONSIDERED**. Give yourself enough time to edit your ideas to fit the required format.
- Remember that your proposal, in all likelihood, will be reviewed by people who may have never been to your jurisdiction or community. Do not assume they know what you do not tell them.
- Keep in mind that it is our job to help you. If you have questions about the solicitation, call the ATPA at (517) 336-6197.
- Tell us what you think of this process. The ATPA Board is interested in developing responsive, fair procedures to support the grant process. Your suggestions and comments will be appreciated.